NHS Education for Scotland

Project Scope Document

Project Title	
Project Leader	

Details of Project

Project Aim and Purpose

Detail the overall aim and purpose of the project. This should be a short statement that captures exactly what the project has to accomplish, (e.g. implement a new performance management system to be used throughout the organisation).

Project Objectives

Detail what will be delivered as a result of the project, (e.g. a software system to record performance information and produce metrics; a training package to upskill all managers to use the new system).

Out of Scope

Detail what will **not** be delivered as a part of the project (e.g. access for front-line staff; functionality to complete performance review forms online).

Benefits Identification

Detail the benefits that this project will bring to the organisation and the wider NHS (e.g. a consistent approach to performance management throughout the organisation; time saved on producing performance information).

Research of Previous/Existing Projects

Detail the research undertaken to review previous/existing projects? Is there any existing documentation you could learn from or adapt? Are there any outputs from that project that you could re-use?

Equality & Diversity

Which groups of the NHS is this project targeted? Which groups of the population will ultimately benefit from this project?

Scope Document Sample

Christine M. Piotrowski

Scope Document Sample:

The Data Warehouse Lifecycle Toolkit Ralph Kimball, Margy Ross, Warren Thornthwaite, Joy Mundy, Bob Becker, 2008-01-10 A thorough update to the industry standard for designing developing and deploying data warehouse and business intelligence systems The world of data warehousing has changed remarkably since the first edition of The Data Warehouse Lifecycle Toolkit was published in 1998 In that time the data warehouse industry has reached full maturity and acceptance hardware and software have made staggering advances and the techniques promoted in the premiere edition of this book have been adopted by nearly all data warehouse vendors and practitioners In addition the term business intelligence emerged to reflect the mission of the data warehouse wrangling the data out of source systems cleaning it and delivering it to add value to the business Ralph Kimball and his colleagues have refined the original set of Lifecycle methods and techniques based on their consulting and training experience. The authors understand first hand that a data warehousing business intelligence DW BI system needs to change as fast as its surrounding organization evolves To that end they walk you through the detailed steps of designing developing and deploying a DW BI system You ll learn to create adaptable systems that deliver data and analyses to business users so they can make better business decisions COSO Enterprise Risk Management Robert R. Moeller, 2007-07-20 Praise for COSO Enterprise Risk Management COSO ERM is a thoughtful introduction to the challenges of risk management at the enterprise level and contains a wealth of information on dealing with it through the use of the COSO framework Detailed procedures covering a wide variety of situations are followed by a thorough explanation of how each is deployed As a project management professional I appreciate how the author addresses the need for risk management at a project level His background as someone who practices what they preach and realizes the impact of the Sarbanes Oxley auditing rules comes through clearly in the book and it should be mandatory reading for anyone seeking to understand how to tackle their own ERM issues Greg Gomel PMP COM CSOE ITIL Director Project Management Insight North America This volume clearly and comprehensively outlines the usefulness of COSO Enterprise Risk Management guidance It should provide considerable benefit to those having governance responsibilities in this important area Curtis Verschoor L Q Research Professor School of Accountancy and MISDePaul University Chicago Transform your company's internal control function into a valuable strategic tool Today's companies are expected to manage a variety of risks that would have been unthinkable a decade ago More than ever it is vital to understand the dimensions of risk as well as how to best manage it to gain a competitive advantage COSO Enterprise Risk Management clearly enables organizations of all types and sizes to understand and better manage their risk environments and make better decisions through use of the COSO ERM framework A pragmatic guide for integrating ERM with COSO internal controls this important book Offers you expert advice on how to carry out internal control responsibilities more efficiently Updates you on the ins and outs of the COSO Report and its emergence as the new platform for understanding all aspects of risk in today s

organization Shows you how an effective risk management program following COSO ERM can help your organization to better comply with the Sarbanes Oxley Act Knowledgeably explains how to implement an effective ERM program COSO Enterprise Risk Management is the invaluable working resource that will show you how to identify risks avoid pitfalls within your corporation and keep it moving ahead of the competition Microsoft Office Excel 2007 for Project Managers Kim Heldman, William Heldman, 2007-01-23 Combine the power of Excel 2007 Microsoft Office SharePoint Server and sound project management tools to boost your skill set and maximize your productivity You ll walk through a project and learn how to use these powerful tools to schedule jobs create budgets manage processes and share project information Whether new to project management or a veteran you ll discover techniques hints and examples you can use immediately Requirements & Specifications Mr. Rohit Manglik, 2023-05-23 Focuses on requirement engineering processes use case modeling and creating specifications that guide software design and validation Statistical Support Document for Proposed Pretreatment Standards for Existing and New Sources for the Industrial Laundries Point Source Category, 1997

The Architect's Handbook of Professional Practice Joseph A. Demkin, American Institute of Architects, 2008-03-24 This updated resource covers all aspects of architectural practice featuring new material of sustainable design managing multiple offices lifelong learning mentoring and team building revised content on programming project management construction contract administration risk management and ethics and coverage of small firm considerations as well as emerging issues such as integrated practice and integrated project delivery Jacket Project+ Study Guide William Heldman, Lona Cram, 2006-02-20 Here's the book you need to prepare for the latest version of CompTIA's Project exam This Study Guide was developed to meet the exacting requirements of today's certification candidates In addition to the consistent and accessible instructional approach that has earned Sybex the Best Study Guide designation in the 2003 CertCities Readers Choice Awards this book provides Clear and concise information on project management Practical examples and insights drawn from real world experience Leading edge exam preparation software including a test engine and electronic flashcards You ll also find authoritative coverage of key exam topics including Project Initiation and Scope Definition Project Planning Project Execution Control and Coordination Project Closure Acceptance and Support This book has been reviewed and approved as CompTIA Authorized Quality Curriculum CAQC Students derive a number of important study advantages with CAQC materials including coverage of all exam objectives implementation of important instructional design principles and instructional reviews that help students assess their learning comprehension and readiness for the exam Note CD ROM DVD and other supplementary materials are not included as part of eBook file **How to Establish a Document Control** System for Compliance with ISO 9001:2015, ISO 13485:2016, and FDA Requirements Stephanie L. Skipper, 2015-10-12 This book explains the requirements for compliance with FDA regulations and ISO standards 9001 13485

for documented information controls and presents a methodology for compliance The document control system DCS or

documented information control system DICS is the foundation of a quality management system It is the first quality system element that must be implemented because the establishment and control of documented processes and information in a quality controlled environment is dependent on the ability to proactively manage access to documents and the movement of documents through the document life cycle A well developed document control system benefits business by Improving knowledge retention and knowledge transfer within and across business units Improving access to knowledge based information Improving employee performance by providing standardized processes and communicating clear expectations Improving customer communication and satisfaction by providing documented information from which common understanding can be achieved Providing traceability of activities and documentation throughout the organization Improving organization of and access to documents and data Sample documents are included in the appendixes of this book to help clarify explanations. This book provides a process based approach that can be used for controlling all forms of documented information that are required to be managed under the quality management system The Security Risk Assessment Handbook Douglas J. Landoll, Douglas Landoll, 2005-12-12 The Security Risk Assessment Handbook A Complete Guide for Performing Security Risk Assessments provides detailed insight into precisely how to conduct an information security risk assessment Designed for security professionals and their customers who want a more in depth understanding of the risk assessment process this volume contains real wor IT Project+ Study Guide William Heldman, Lona Cram, 2006-07-14 Here s the book you need to prepare for the latest version of CompTIA's IT Project exam This Study Guide was developed to meet the exacting requirements of today s certification candidates In addition to the consistent and accessible instructional approach that has earned Sybex the Best Study Guide designation in the 2003 CertCities Readers Choice Awards this book provides Clear and concise information on IT project management Practical examples and insights drawn from real world experience Leading edge exam preparation software including a test engine and electronic flashcards You ll also find authoritative coverage of key exam topics including IT Project Initiation and Scope Definition IT Project Planning IT Project Execution Control and Coordination IT Project Closure Acceptance and Support This book has been reviewed and approved as CompTIA Authorized Quality Curriculum CAQC Students derive a number of important study advantages with CAQC materials including coverage of all exam objectives implementation of important instructional design principles and instructional reviews that help students assess their learning comprehension and readiness for the exam Note On August 10 2004 CompTIA changed the name of the IT Project certification to Project in order to better reflect the title's application beyond IT professionals Neither the exam objectives nor the exam questions were changed The CAQC approved content found in this edition of the IT Project Study Guide therefore remains valid and suitable for candidates preparing for the Project certification Note CD ROM DVD and other supplementary materials are not included as part of eBook file Writing Effective Use Cases Alistair Cockburn, 2000-10-06 Writing use cases as a means of capturing the behavioral requirements of

software systems and business processes is a practice that is quickly gaining popularity Use cases provide a beneficial means of project planning because they clearly show how people will ultimately use the system being designed On the surface use cases appear to be a straightforward and simple concept Faced with the task of writing a set of use cases however practitioners must ask How exactly am I supposed to write use cases Because use cases are essentially prose essays this question is not easily answered and as a result the task can become formidable In Writing Effective Use Cases object technology expert Alistair Cockburn presents an up to date practical guide to use case writing The author borrows from his extensive experience in this realm and expands on the classic treatments of use cases to provide software developers with a nuts and bolts tutorial for writing use cases The book thoroughly covers introductory intermediate and advanced concepts and is therefore appropriate for all knowledge levels Illustrative writing examples of both good and bad use cases reinforce the author's instructions In addition the book contains helpful learning exercises with answers to illuminate the most important points Highlights of the book include A thorough discussion of the key elements of use cases actors stakeholders design scope scenarios and more A use case style guide with action steps and suggested formats An extensive list of time saving use case writing tips A helpful presentation of use case templates with commentary on when and where they should be employed A proven methodology for taking advantage of use cases With this book as your guide you will learn the essential elements of use case writing improve your use case writing skills and be well on your way to employing use cases effectively for your next development project **Digital Design for Print and Web** John DiMarco, 2011-09-19 The all inclusive guide from theory to practice for print and Web design Any well conceived print or Web design features the dynamic interplay between visual artistry and technical skill It becomes important therefore for the designer to cultivate an aesthetic eye as well as develop a high degree of computer savvy By combining basic theory with hands on technique Digital Design for Print and Web takes the unique approach of uniting two subjects traditionally approached separately into one complete volume As a result you will gain a clearer understanding of the entire creative process from project management to working with graphics to designing for print and ultimately the Web In this book you ll find Full color text and illustrated step by step instruction supported by more than 75 video tutorials Coverage of professional software including the Adobe Creative Suite A wide variety of inspirational images from well known designers Online full length project assignments from entry level to advanced An ideal resource for design students or practitioners Digital Design for Print and Web will show you to how to create more effectively and guide you on the path toward digital design mastery **Project Management For Dummies** Stanley E. Portny, 2017-09-25 The bestselling bible of project management In today s time crunched cost conscious global business environment tight project deadlines and stringent expectations are the norm So how can you juggle all the skills and responsibilities it takes to shine as a project management mayer Updated in a brand new edition Project Management For Dummies offers everything you need to successfully manage projects from start to finish without ever

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Implementing Quality in Laboratory Policies and Processes Donnell R. Christian Jr., Stephanie Drilling, 2009-11-24 In order to gain accreditation every laboratory must have a superior quality assurance program The keys to a successful program are the operational and technical manuals and associated documents which define the program and its various components Written by experts with global experience in setting up laboratories Implementing Quality in Labora Manager's Guide to ISO22301 Standard for Business Continuity Management System Dr Goh Moh Heng, 2014-04-15 This book is written for those who are new to Business Continuity Management BCM and also as a reference for practitioners who are assigned to initiate the BC Planning BCP project in their organization using the ISO22301 Standard for Business Continuity Management System BCMS It applies the author's experiences in getting several clients organizations to successfully achieve their ISO22301 BCMS certification This book is also for seasoned BCM professional to guide you through the BCM implementation process Microsoft Exchange Server 2007 Infrastructure Design David W. Tschanz, 2008-07-21 As a systems administrator you re expected to respond to the technical requirements of your organization while trying to fit them into its overall business goals Few IT professionals have the combination of skills needed to pull it off This unique book bridges that gap It takes you beyond the routine administration tasks and teaches you how to plan and launch an Exchange Server 2007 enterprise solution that fully integrates the needs of the IT staff end users and business managers alike Professional Practice for Interior Designers Christine M. Piotrowski, 2001-10-22 The tools needed to create and manage a thriving interior design practice. This essential sourcebook provides all of the information needed to establish and manage a productive profitable interior design firm Filled with savvy business and career advice Professional Practice for Interior Designers Third Edition delivers updated and expanded coverage of the full range of legal financial management marketing administrative and ethical issues faced by sole practitioners firm principals and managers This comprehensive reference lays out clear practical guidelines on how to structure a contract and prevent legal problems work with other designers allied professionals clients and vendors and calculate fees that are both fair and profitable Recommended reading for NCIDQ candidates it offers easy to follow tips and instruction on how to Write and implement a successful business plan Choose the right form of business to fit specific needs Institute strategic planning Develop effective

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small features such as automatic parallel parking to completely autonomous self driving cars all connected systems are vulnerable to attack As connectivity becomes a way of life the need for security expertise for in vehicle systems is becoming increasingly urgent Hacking Connected Cars provides practical comprehensive guidance for keeping these vehicles secure Annual Meeting of the American Association of Cost Engineers. Meeting,1985

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